

## Appendix 2

### Instructions for Downloading Wisconsin Medicaid Maximum Fee Schedules

Fee schedules and related information are available from the Medicaid Web site at [www.dhfs.state.wi.us/medicaid/](http://www.dhfs.state.wi.us/medicaid/) or they may be downloaded from the *EDS-EPIX* bulletin board, a system based on DOS (disk operating system). The following is a quick guide to retrieving Medicaid maximum allowable fee schedules using the Medicaid Web site or *EDS-EPIX*. If you wish to receive the complete *EDS-EPIX* User Manual, please call Wisconsin Medicaid at (608) 221-4746, extension 3037 or 3041.

#### Downloading Medicaid Maximum Fee Schedules from the Medicaid Web Site

Maximum allowable fee schedules on the Medicaid Web site are available in either .EXE or .PDF formats. The instructions below outline the process for downloading both formats of maximum allowable fee schedules.

#### ***Follow these steps to download Maximum Fee Schedules that end with the extension .EXE:***

*Note:* Providers may view a tutorial on downloading maximum allowable fee schedules with .EXE extensions at [www.dhfs.state.wi.us/medicaid/maxfees/maxfee\\_instructions.htm](http://www.dhfs.state.wi.us/medicaid/maxfees/maxfee_instructions.htm)

1. Click on the appropriate maximum allowable fee schedule file name. A window will appear asking if you want to run this program from the current location or save the program to disk.
2. Select "Save this program to disk." Click on "OK."
3. A "Save as" screen will appear. It will show the default folder on your C: drive where the file can be saved. You can use the default folder or choose the folder where you want it saved. Whether you use the default folder or choose your own, it is important to remember where you saved your file.
4. Click on "OK" after selecting the folder where you want the file saved. When the file is saved, it is automatically named. The file will have the same name that appears on the maximum allowable fee schedule list.
5. When the file is saved, a "Download complete" message may appear. Click "OK."

#### ***Follow these steps to install the file on the computer:***

6. When the file has finished downloading, locate the file and double-click it to install it on your computer.
7. The file will automatically run a program in a black "MSDOS" box. When it does this, it creates a new data file. This new file will be the file that you will use to read the maximum allowable fee schedule.
8. The file will appear in the same place the .EXE file was downloaded to. It will have a name similar to "data" or "data.OXX." For example, XX will represent the number of the MaxFee File (e.g., MAXFEE01 will be renamed DATA.001).

#### ***Follow these steps to view the document:***

9. Find the data file (data.XXX or data) and open it.

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10. A window will appear asking you to choose a word processing program. These files are written in a rich text format, so a word processing program is the best way to view the file.
11. After you choose your favorite word processing program, the document will open in a readable format. If the file does not automatically open:
  - Open the word processing program you chose.
  - Find the file and open it.

### ***Follow these steps to download Medicaid Maximum Fee Schedules that end with the extension .PDF:***

1. Click on the appropriate maximum allowable fee schedule file name which ends with the extension .PDF.
2. You will need to view these .PDF files in the software program *Acrobat Reader* (version 3.01 or higher). The current version of *Acrobat Reader* can be downloaded free from the Adobe Web site at [www.adobe.com](http://www.adobe.com).
3. If your *Acrobat Reader* supports the option to automatically open the file, the *Acrobat Reader* will appear within the browser and open the file.
4. If your *Acrobat Reader* does not support the feature of auto-open, a window will appear asking where you want to save the .PDF file.
5. After the file has been saved to your computer, open your version of the *Acrobat Reader*. Locate and open the file to view the maximum allowable fee schedule.

## Appendix 2 (continued)

### Downloading Medicaid Maximum Fee Schedules from the *EDS-EPIX* bulletin board

1. Set up your communication software to dial *EDS-EPIX*. Along with the telephone number you may need to program your software to dial with the following settings:

Phone Number:	(608) 221-8824	Stop Bits:	1
Baud Rate:	14,000 (maximum)	Duplex:	Full
Parity:	None	Protocol:	XMODEM (recommended)
Data Bits:	8	Terminal Emulation:	ANSI

*Note:* These settings are standard for most communication software packages.

2. Dial into *EDS-EPIX*. Before your initial login, you will be asked if you have a color screen. Select Y/N/Disable, whichever is appropriate for your system.
3. Next you will be asked your name. You may enter your name and register as a new user or you may login as follows:

Enter your name, or type NEW or GUEST

4. Next you will need to press [ENTER] to continue through *EDS-EPIX* news and review new user help information until you reach the Main Menu.
5. At the *EDS-EPIX* Main Menu choose “Files - Download/Upload Files” to continue to the *EDS-EPIX* Files System Menu.
6. Next select “5-Files - MaxFee Schedules” [ENTER]. Press [ENTER] again when prompted to list all MaxFee Schedules available for downloading. Select “N” when asked to display long file descriptions.
7. To tag a file for downloading select “T,” then type the letter indicated under the TAG column that corresponds to the file you want to receive. When done, press [ENTER]. You will be returned to the Files System Menu.
8. Choose “Download - Receive Files from BBS.” Select “Xproto-Change Xfer Protocol” to choose your download protocol. We recommend that you select “Xmodem/CRC” as your protocol. When asked if you wish to select the tagged file(s), choose “Y.” You will be asked if you want to automatically disconnect after your download. Choose “Yes,” “No,” or “Quit” accordingly. The bulletin board is now ready to send the file. Next you will need to tell your PC to receive a file. If you are unsure of how to do this, please refer to the user manual that came with your communication software package.
9. When you have downloaded your file(s) and disconnected from *EDS-EPIX* (either by automatically disconnecting or choosing “G - Good-bye” from the Menu), quit your communication software. Exit to your DOS prompt.
10. Go to the subdirectory you specified as your download path to find the downloaded file. If you did not specify a subdirectory, the file will go to your communications software default directory. Next you will need to decompress the file. At the DOS command prompt type the name of the downloaded file without the “.EXE” extension. For example, if your downloaded file is MAXFEE01.EXE, at the DOS command prompt type:

MAXFEE01                      [ENTER]

11. This will extract the maximum allowable fee schedule. These files are ASCII DOS text files. To print these files, use the DOS Print command: PRINT [filename]. The file will be printed on the print device you specify.